

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. ADSA

COURSE NUMBER: 1126

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT 0

Course Title:

Advanced Office Applications

Catalog Description:

Advanced Office Applications is a capstone course designed to integrate and reinforce the skills and knowledge learned in previous business courses in the Administrative Assistant program. Computer applications will be utilized in projects that simulate those used in an office environment. Projects will emphasize quality and meeting deadlines. Prerequisite ADSA1100 or ADSA1122. Prerequisite or Co-requisite ACCT1120 and ACCT1122.

Prerequisites or Necessary Entry Skills/Knowledge:

ADSA1100 or ADSA1122. Prerequisite or Co-requisite ACCT1120 and ACCT1122.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered

The focus of this course is to provide students with an opportunity to integrate the entire Microsoft Office suite of products in a realistic, challenging office setting. Students should have a basic knowledge of Microsoft Word, Excel, Access, PowerPoint, and Publisher applications prior to beginning this simulation.

Student Learning Outcomes

Apply the complete suite of Microsoft Office products.

Perform general office functions

Prepare a variety of documents integrating multiple software applications.
Apply information processing skills
Apply research and composing skills
Apply organizational skills
Apply editing skills

Is this course part of a transfer pathway: Yes ☐ No ☒

Revised Date: 6/2021